

City of Annapolis, Maryland MS4 Inspection – Records Request

Note: The EPA Inspection Team would like to request, if possible, that an electronic copy of the items highlighted in red text be provided prior to the inspection.

	Document Request	Name of Document(s) Provided	Description / Comments / Notes
Program Management	1. Permit Notice of Intent.		
	2. MS4 Annual Report s (two most recent Reporting Years).		
	3. Organizational chart clearly indicating positions or divisions responsible for your MS4 program.		
	4. Map of the permitted area and receiving waters, basins, and segments, including any TMDL or 303(d) listed waters (also provide on-site demonstration).		
	5. Any formal agreements with other entities or local governments for implementation of your MS4 programs (e.g., memoranda of understanding).		
Illicit Discharge Detection and Elimination	6. Map showing the extent of the storm drain system, including outfalls. Onsite demonstration GIS-based map may be appropriate.		
	7. Ordinance or other regulatory mechanism(s) prohibiting illicit discharges and connections to the MS4.		
	8. Ordinance or other regulatory mechanism(s) to provide for entering onto private property to investigate and eliminate illicit discharges to MS4.		
	9. Procedures for receiving and investigating public/employee complaints (e.g., call center and online reporting system).		

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	10. Example of tracking mechanism / inventory of illicit discharges identified and actions taken to control or eliminate the discharges (also provide on-site demonstration).		
	11. Example/case file of an illicit discharge incident where enforcement was used (ideally full extent of enforcement authority).		
	12. Written procedures to detect and address non-stormwater discharges, including illegal dumping (i.e., written protocol for IDDE program).		
	13. Written procedures to field screen storm drain outfalls on a consistent basis.		
	14. Records of field screening and tracking for storm drain outfall screening.		
	15. Methods to inform public employees, businesses, and the general public of illegal discharges and improper waste disposal.		
Construction Site Stormwater Runoff Control	16. Map/inventory of current active construction sites in the permitted area showing location (differentiating City sponsored from private projects).		
	17. Construction-related ordinances and regulatory mechanisms pertaining to erosion, sediment, and waste control (e.g., Water Protection Ordinance, Land Disturbing Permit) (Approved by MDE).		
	18. Procedures for site inspection and enforcement of control measures (include tools such as checklists used for documenting inspections and enforcement activity).		

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	19. Construction inspection records (most recent Reporting Year)— <i>EPA Inspection Team will select specific sites during the onsite inspection.</i>		
	20. Example/case file of a construction site issue where enforcement of ordinance or other regulatory mechanism(s) was used (ideally full extent of enforcement authority).		
	21. Documentation of appropriate training for City field staff.		
Post Construction Stormwater Management	22. Map/inventory of post-construction stormwater management practices within the City's jurisdiction (differentiating City owned from private).		
	23. Procedures for site plan review pertaining to post-construction and considering potential water quality impacts (including checklists used for reviews).		
	24. Mechanism to ensure adequate long-term operation and maintenance by the owner of structural post-construction stormwater management practices.		
	25. Procedures for post-construction stormwater management practice inspection and enforcement (including applicable checklists).		
	26. Records of inspections and maintenance of post-construction stormwater management practices (most recent Reporting Year)— <i>EPA Inspection Team will select specific sites during the onsite inspection. Onsite demonstration of tracking database may be appropriate.</i>		

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	27. Documentation of training for City staff that conduct post-construction stormwater management practice inspections.		
Pollution Prevention and Good Housekeeping	28. Map/inventory of City facilities and properties within the permitted area (e.g., road maintenance facilities, stockpile sites, storage and material handling areas, etc.)		
	29. Documentation for municipally owned activities permitted under NPDES or any other State or federal water pollution control program.		
	30. Documentation or guidance manual for BMPs or runoff controls geared toward fleet yard and building maintenance activities.		
	31. Pollution prevention or good housekeeping procedures for municipal facilities and activities.		
	32. Example of Storm Water Pollution Plan (SWPPP) or similar document developed for a municipal industrial facility, if applicable.		
	33. Any MOUs or other binding contracts between the Permittee and other entities to assist in compliance with the MCM.		
	34. Employee/maintenance personnel training plan, records, and syllabus pertaining to pollution prevention and good housekeeping (most recent Reporting Year).		